

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE CALTRANS EQUIPMENT OPERATOR I	DISTRICT/DIVISION/OFFICE DISTRICT 6 /MTCE/ MADERA	
WORKING TITLE CALTRANS EQUIPMENT OPERATOR I	POSITION NUMBER 906-640-6890-XXX	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor or lead direction of a Caltrans Maintenance Leadworker, the incumbent will not only operate all types of highway maintenance equipment, but will also perform miscellaneous labor intensive activities associated with highway maintenance such as fence and guardrail repair, flagging traffic, spraying weeds, litter and carcass removal, highway patching and sign replacement. Duties will also include assisting in landscape maintenance along with storm water related activities in support of the Department's storm water pollution prevention program. Work hours usually will be 0700 to 1530, with the possibility of changes during summer months as determined by the Region. May be required to work rotating or irregular shifts including weekends and holidays. Must have a maximum 30 minutes response time to assigned maintenance station in order to be considered for overtime call-outs. Incumbent must possess a valid Class 'B' California Driver's License with proper endorsements. When not operating specified equipment, may perform any duties of Highway or Landscape Maintenance worker and do other related work.

TYPICAL DUTIES:

- 50% E Operate and service vehicles requiring a California Class 'B' Commercial Driver's License with Tank endorsement. Will operate and service equipment used in highway maintenance, structure maintenance, emergency services, and landscape maintenance. Equipment operation may include but will not be limited to cargo trucks, dump trucks, spray rigs, forklifts, loaders, backhoes, snow plows, tractors and trash compactor trucks. Duties will also include assisting in landscape maintenance along with storm water related activities in support of the Department's storm water pollution prevention program.
- 25% E Hand patching of pavement, shoveling material, loading material on trucks, replacing damaged sign posts, brush and weed control including chemical spraying, litter and carcass removal and various other maintenance activities, including traffic control/flagging, graffiti removal, setting up lane closures, operating power tools such as weed eaters, and various other maintenance activities.
- 20% E Install and maintain Traffic Control and Traffic Safety devices including guide posts, raised reflectors, signs, fence and guardrail repair. Must be willing to work with prison inmate

crew at times.

5%M May be loaned to other crews, areas, or divisions for operational need and may participate in Special Programs relating to Storm Water and Special Events.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

SUPERVISION EXERCISED OVER OTHERS

Normally does not supervise; may act as lead for two or three person crew for short periods of time.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have a thorough knowledge of the operation and care of automotive and construction equipment.
- ◆ Must have thorough knowledge of the provisions of the California Vehicle Code applying to the operation of vehicles.
- ◆ Must have knowledge of the regulations and safety practices.
- ◆ Must have a working knowledge of highway and structure maintenance procedures.
- ◆ In addition to operating equipment, must have the ability to make minor adjustments and emergency repairs to equipment.
- ◆ Must have the ability to learn various work procedures.
- ◆ Must have the ability to understand both written and verbal instructions and to carry out these instructions.
- ◆ Must have the ability to work cooperatively with other employees.
- ◆ Must have a valid Class B California drivers license, with Tank Endorsement

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Work assignments and instructions are provided; decisions are generally made at a higher level. Most serious consequence of errors occur when exercising poor judgment or performing improper safety practices which could result in injury to self, co-workers or the travelling public. Decisions made should consider the protection and preservation of lives, environment and property.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are usually limited to other employees and supervisors working out of the same yard or superintendent's territory; some contact with travelling public, as well as law enforcement and other government agencies.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to perform heavy manual labor, including routinely lifting 50 lbs. or more. Incumbent may be required to drive long distances or stand for long periods of time depending on assignments. The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. Position requires incumbent to move heavy objects, stand or sit for prolonged periods, bending, stooping and or kneeling. Incumbent must have the ability to walk on uneven surfaces, climb slopes, ladders, and work on

elevated scaffolding. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and recognize emotionally charged issues or problems.

WORK ENVIRONMENT

Incumbent will be required to work outside in all kinds of weather and subject to environmental conditions. The work is physically demanding and requires stamina and agility. The incumbent may be subject to not only sunburn, poison oak, snake and insect bites, but loud noise, dust, and chemicals. In addition, the job will require incumbent to work on or near roadways with vehicular traffic as well as working with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights, holidays, and in emergency situations. Must have a maximum 30 minute response time to the assigned maintenance station in order to be considered for overtime callouts.

I have read and understand the duties listed above. If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor.

Employee -

Date

I have discussed with and provided a copy of this duty statement to the employee named above.

Supervisor – Steven Soto

Date